

## OUR LADY &amp; ST JOSEPH CATHOLIC PRIMARY SCHOOL

## Meeting of the Resources Committee

1 November 2023

Held at the school

**No Conf**

<b>Governors Present</b>	David Blackwell (Committee Chair), Derek Hyett, Aoife O'Grady (HT), Ellie Taylor, Julius Monero, Serina Monero
<b>Guests/ Observers</b>	Theresa O'Hagan, Nicola Cavanna
<b>Apologies</b>	
<b>Clerk</b>	Susan Moyse
<b>Abbreviations</b>	LAC (Looked After Children), LA (Local Authority – Hackney Council), EYFS (Early Years Foundation Stage), KS1 (Key Stage One – Years 1-2), KS2 (Key Stage Two – Years 3-6), SIP (School Improvement Partner), SDP (School Development Plan), SEND (Special Educational Needs and Disability), EHCP (Education, Health & Care Plan), CPD (Continuing Professional Development), HLTA (Higher Level Teaching Assistant), SLT (Senior Leadership Team), CAMHS (Children & Adolescent Mental Health Service), GDPR (General Data Protection Regulations), CES (Catholic Education Service), RCDOW (Roman Catholic Diocese of Westminster), SFVS (School Financial Value Standard), GLD (Good Level of Development – expected level at end of EYFS), RWM (Reading, Writing and Maths Combined), CAT (Catholic Academy Trust), RSE (Relationships & Sex Education), PPG (Pupil Premium Grant), SCR (Single Central Record)

**MINUTES***David Blackwell in the chair*

		<b>ACTION</b>
1.	<b>Prayer, Welcome and Apologies</b>	
1.1.	<b>Prayer and welcome</b> The committee chair opened the meeting at 2.00pm. Fr Derek led the governors in prayer.	
1.2.	<b>Apologies:</b> None	
1.3.	There were no declarations of interest in items on this agenda.	
1.4.	The register of business/ pecuniary interest was being completed by email.	
2.	<b>Minutes</b>	
2.1.	The minutes of the committee meeting on 19 April 2023 had been circulated and were <b>agreed</b> as an accurate record.	
2.2.	<b>Matters Arising</b> All matters arising had been completed or were items on this agenda.	
3.	<b>Personnel</b>	
3.1.	<b>Staffing update</b> The Head updated on the current position. The school was fully staffed including agency cover. One request for part time working had been received.	
3.2.	<b>Staff Structure</b> See budget	

3.3.	<b>SCR</b> Checked by Hackney Education before the Ofsted inspection.								
3.4.	Pay matters were noted.								
4.	<b>Finance</b>								
4.1.	<b>Roll &amp; Funding (Standing Item)</b>								
	Rolls would be reported to the full governing body in the following meeting.								
4.2.	<b>Budget Monitoring 2023/24</b>								
	Governors noted the Period 6 (end September) reports and variances. The forecast surplus was currently £23k. There was an in-year deficit of approx £40k. Governors discussed:								
	<table border="1"> <thead> <tr> <th>Governor Question</th> <th>School Response</th> </tr> </thead> <tbody> <tr> <td>Areas of overspend?</td> <td>Agency supply</td> </tr> <tr> <td>Saving from part – time working request</td> <td>Small saving – 5<sup>th</sup> day to be covered by supply</td> </tr> </tbody> </table>	Governor Question	School Response	Areas of overspend?	Agency supply	Saving from part – time working request	Small saving – 5 <sup>th</sup> day to be covered by supply		
Governor Question	School Response								
Areas of overspend?	Agency supply								
Saving from part – time working request	Small saving – 5 <sup>th</sup> day to be covered by supply								
4.3.	<b>Other Financial Matters</b>								
	Governors noted that families paid £10 per term towards the 'Governors Fund'. The SBM advised that this current income did not even cover the cost of the Diocesan insurance scheme. It was therefore <b>agreed</b> to increase the parent contribution to £45 per annum.								
5.	<b>Premises</b>								
5.1.	<b>Update</b>								
	The roof request had been referred to the Diocese. The Year One class had been moved to another room. The school would be required to pay 10%								
5.2.	<b>Health &amp; Safety</b>								
	No report to this meeting.								
6.	<b>Governor Reports</b>								
6.1.	None.								
7.	<b>Policies</b>								
7.1.	Agreed to recommend the Pay Policy to the full governing body.		<b>Clerk for GB agenda</b>						
8.	<b>Any Other Business</b>								
8.1.	The outgoing SBM asked to make a more detailed report but because of time constraints, the Chair asked her not to.								
9.	<b>Dates for Governing Body and Committee Meetings</b>								
	Noted <i>There was no confidential business. The Chair closed the meeting at 2.00pm.</i>  Signed (Chair) -----  Date _____		<b>Clerk</b>						
		Minutes prepared by Susan Moyse smoyse65@gmail.com							